



DEPARTMENT OF TOXIC SUBSTANCES CONTROL CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	RELEASE DATE:	Thursday, October 1, 2009
POSITION TITLE:	Chief, Office of Human Capital and Workplace Innovation	FINAL FILING DATE:	Tuesday, October 27, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	10012009_1

POSITION DESCRIPTION

Under the direction of the Director, the incumbent oversees the Office of Human Capital and Workplace Innovation (the Office). The Office is responsible for workforce planning, recruiting and exams, human resources, strategic planning, internal communications, performance management, leadership development, training, staff evaluation, and field and office health and safety functions of the Department of Toxic Substances Control (the Department).

Responsibilities include: Develops a vision and strategies to address the Department's workforce needs. Leads and manages efforts to identify classification and skill-sets needed to fulfill the Department's mission today and in the future. Develops close relationships with working-level performance managers and communicates and solicits involvement from all levels of the Department. Leads recruitment and marketing programs designed to attract staff with appropriate skills. Coordinates with managers within the Office for the implementation of plans to recruit and retain staff with the skills to address the Department's work. Works closely with the Director and executive management, and uses input from management staff, and external stakeholders.

Oversees the performance of the Office. Sets goals for the Office's managers and ensures managers possess and understand tools for performance measurement. Develops criteria for evaluation. Evaluates progress of the Office in meeting its goals and works with managers to improve performance.

Serves as a member of the Department's executive staff, providing broad vision and policy direction. Works with and directly advises the Director on key matters related to performance, process improvement, workforce and succession planning, health and safety, staff development, organizational culture, human resources, and project management.

Sets a vision and leads development of communication strategies for staff and management. Leads efforts to obtain feedback from staff on the needs of the Department, and organizes and

communicates feedback to executive management. Works with the Office managers to develop communication tools and processes. Oversees communications to staff and management regarding executive staff directions, Director's vision, and Department focus.

Develops a vision and direction for the Department's field health and safety program to ensure that staff members are properly trained to perform field work, that health and safety planning is conducted appropriately, and that medical data for field staff is collected, analyzed and maintained. Oversees deployment of resources, support and training for the Department's field staff. Sets direction of intra-office field health and safety program and ensures that Industrial Hygiene staff is properly trained and has appropriate equipment. Oversees communication of health and safety policies and guidance to all staff.

Sets the vision and oversees the Department's Human Resources Program which provides classification and pay services, guidance management regarding corrective and adverse actions, and recruitment and selection activity assistance. Oversees development of comprehensive Office health and safety programs, workers' compensation claim coordination, labor relations, and processes other personnel transactions.

Develops a vision and leads implementation of uniform project management approach and team-based decision-making within the Department. Oversees development of project management skills within the Department's work force. Oversees development of a team model for project and process improvement. Leads development of guidance and tracking systems for team work products. Oversees transfer of knowledge and work products to future teams and implementation of work products in the field.

Oversees development and deployment of training programs with the Department. Sets a vision and leads programs designed to provide the Department's staff with required training, and develop future leadership. Oversees Training Unit's development of in-house trainers, and identification of outside training vendors. Ensures that the vision of the Department's training program is carried through to the field effort and that it reflects the changing work environment.

Evaluates the individual performance of the Office managers. Oversees professional development of managers. Conducts probationary and annual performance appraisals and completes individual development plans. Oversees hiring of managers.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Applicants will be screened on the basis of knowledge and abilities, experience, and the potential to meet the following desirable qualifications:

1. Managerial experience with demonstrated leadership, entrepreneurship, creativity and innovation, and sound judgment in directing a group of professionals and a complex, sensitive program; experience in managing an organization undergoing changing conditions or organizational changes;
2. Well-developed interpersonal skills and ability to communicate effectively (orally and in writing); manage conflict, develop staff and managers, provide customer service, and ability to formulate and implement sound policy recommendations;
3. Demonstrated capability to communicate and interact with both public and private organizations within the State and nationally including Legislators, the Governor's Office, and state control agencies;
4. A demonstrated track record of organizational leadership decision-making; previous and ongoing experience with the use of performance metrics and strategic planning;
5. Experience formulating and implementing policies and programs and resolving complex/controversial administrative problems, utilizing innovative thinking;
6. Experience that demonstrates the ability to achieve results both personally and through others, including: team formation and leadership, and promoting a high-performance culture;
7. Experience that demonstrates the ability to lead change including developing, motivating, inspiring and building trust with subordinate staff as well as mid-level managers in an organization undergoing significant changes in scope of work, organizational structure, and how work is performed;
8. Experience building internal and external coalitions, resolving conflict, and negotiating high-stakes issues;
9. Experience that demonstrates the ability to effectively plan, organize, and balance multiple and conflicting priorities to achieve the highest-level outcomes, resolve operational issues and develop timely, effective, and cost effective solutions.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Office of Human Capital and Workplace Innovation**, with the **DEPARTMENT OF TOXIC SUBSTANCES CONTROL**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

An evaluation committee will review and screen all applications submitted on the basis of background and demonstrated management ability relative to the desirable qualifications. Candidates must submit a standard state application (STD 678), resume, professional references, and a statement of qualifications. The application or resume **MUST** include "to" and "from" dates

(month/year), former supervisors, time base and civil service/position class title. Applications/resumes without this information will be rejected. The statement of qualifications must specifically address each of the desirable qualifications described, and summarize the candidate's perception of his/her state of preparedness relative to each desirable qualification. In the statement of qualifications, the desirable qualifications must be addressed and numbered in the same order as is listed. The statement of qualifications should not exceed four pages. The candidates with the most competitive experience and abilities will then be scheduled for a qualifications appraisal interview. References may be contacted to verify knowledge, abilities, and experience. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained on both the statement of qualifications review and the qualifications appraisal interview. All candidates will be notified of the results. The Director will make the final hiring decision. Hiring interviews may be held at the discretion of the Director.

FILING INSTRUCTIONS

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DTSC reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF TOXIC SUBSTANCES CONTROL , Office of Human Capital and Workplace
Innovation, Examination Unit
1001 I Street, PO Box 806, Sacramento, CA 95814
Mary Ellen Lucero | 916-322-8669 | mlucero@dtsc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to

their scores.

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General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>